



MUNICIPALITY OF ARRAN-ELDERSLIE

STAFF REPORT

COUNCIL

June 14, 2021

SRCLK.21.08

SUBJECT: Christmas Holiday Closure – Administration Building

RECOMMENDATION:

Be It Resolved,

- 1) That SRCLK.21.08 be received – Christmas Holiday Closure – Administration Building; and
- 2) That Council supports the closure of the administration building between Christmas and New Year's Day for 2021/2022 (December 24th – January 1st) inclusive; and
- 3) At the time of the closure, staff will be required to use their vacation time or take time unpaid, based on availability or any combination to cover the closure; and
- 4) That the actual days of closure, from one year to the next, shall be determined by Council.

Submitted by:

Christine Fraser-McDonald

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Clerk

BACKGROUND:

The time frame between Christmas and New Year's Day historically is administratively a quiet time of the year. It is recommended to close the administrative building only between Christmas and New Year's Day. Staff would be required to use their eligible vacation entitlement. The actual days of closure, from one year to the next, shall be determined by the Council.

Throughout the year, Staff is not always able to take their eligible vacation

entitlement-based workload requirements. Closing the administrative building is an opportunity for staff to use their vacation during this time frame.

Staff working in operations (transportation, environmental, recreation facilities) is not included in the administrative building closing as they provide essential services for the Municipality, i.e. winter control operations, emergency responses, etc.

This year, Christmas Day falls on a Saturday and Boxing Day on Sunday. Accordingly, the statutory holidays would therefore be moved to Monday, December 27th and Tuesday, December 28th. The office would remain closed for Wednesday, December 29th and Thursday December 30th.

January 1st falls on a Saturday with the statutory holiday usually being moved to the Monday. Staff is requesting that they be allowed to take January 31st as the statutory holiday and return to regular working hours on January 3rd.

If implemented, the holiday closure would be a total of six (6) days for Christmas 2021 with staff being required to book off three days.

COMMENTS:

This Christmas holiday closure of the Administrative office has been approved by Council for the past several years.

FINANCIAL/STAFFING/OTHER IMPLICATIONS:

None.

APPENDICIES: None

Appendix A – December 2021 Calendar